



May 18, 2007

This edition of the COD Processing Update will remain on the [COD Web site](#) until a new edition is posted. We will notify schools via a COD Web Message when a new edition has been posted.

ACG, National SMART Grant, and Pell Grant Programs

COD News

COD System Maintenance Planned For Sunday, May 20, 2007 (05/16/07)

The COD System will undergo routine maintenance on Sunday, May 20, 2007 from 12:30 A.M. until 12:30 P.M. (ET). In addition, the Student Aid Internet Gateway (SAIG) will be unavailable from 3:00 A.M. until 11:00 A.M. (ET) due to its regular Sunday morning maintenance. The impact of these overlapping outages is as follows:

- Users will not be able to submit or retrieve data via the COD Web site between 12:30 A.M. and 12:30 P.M. (ET).
- Batches submitted by schools via the SAIG between 12:30 A.M. and 3:00 A.M. (ET) will be held and not acknowledged back to schools until after COD comes back up at 12:30 P.M. (ET).
- Schools attempting to transmit batches via the SAIG between 3:00 A.M. and 11:00 A.M. (ET) will receive an error message informing them that the SAIG is unavailable and that the data must be transmitted at a later time.
- Batches submitted by schools via the SAIG between 11:00 A.M. and 12:30 P.M. (ET) will also be held and not acknowledged back to schools until after COD comes back up at 12:30 P.M. (ET).

Federal Student Aid apologizes for any inconvenience these outages may cause. If you have any questions about the COD System, contact the COD School Relations Center. If you have any questions about the SAIG, contact CPS/SAIG Technical Support at 800/330-5947 or by e-mail at CPSSAIG@ed.gov.



NEW!

Impact on COD Processing May 27-28, 2007 (05/18/07)

Federal Student Aid is planning to execute a Common Origination and Disbursement (COD) System maintenance activity on May 27, 2007. This activity will result in outages of certain COD System functionality for a period of time. Federal Student Aid appreciates your patience



and understanding as it completes this important activity. In addition, funding requests will not be processed on May 28, 2007, the Memorial Day Federal holiday.

An explanation of how this activity and the holiday will impact COD System availability and processing follows below. Please review this information to determine if processing at your school will be affected. This same information is posted in an Electronic Announcement on the [IFAP Web site](#).

COD System Maintenance

On **Sunday, May 27, 2007**, we will perform system maintenance on the COD System. In addition, the Student Aid Internet Gateway (SAIG) will be unavailable from 3:00 A.M. until 11:00 A.M. (ET) on May 27th due to its regular Sunday morning maintenance.

For Grant and Direct Loan Participants—

- The [COD Web site](#) will be unavailable for users to submit or retrieve data from 1:30 A.M. until 8:00 A.M. (ET).
- Batches submitted by schools via the SAIG between 1:30 A.M. and 3:00 A.M. (ET) will be held and not acknowledged back to schools until after the SAIG comes back up at 11:00 A.M. (ET).
- Schools attempting to transmit batches via the SAIG between 3:00 A.M. and 11:00 A.M. (ET) will receive an error message informing them that the SAIG is unavailable and that the data must be transmitted at a later time.

Memorial Day Federal Holiday

Monday, May 28, 2007 is the Memorial Day Federal holiday.

For Grant and Direct Loan Participants—

- The COD School Relations Center will be closed.
- The COD System will accept and process data from schools and send back responses/acknowledgements, but schools will not be able to receive any Federal funds on that day. Requests for changes in funding levels and for funds will not be processed until Tuesday, May 29th.

Complete information regarding processing and customer service hours for COD and other Federal Student Aid/Department of Education call centers on the holiday is posted in the [“Memorial Day Federal Holiday Processing and Customer Service Hours”](#) Electronic Announcement.

Pell Grant 2007-2008 Initial Authorization for Advanced Funded Schools (05/15/07)

As explained in [an Electronic Announcement that is posted on the Information for Financial Aid Professionals \(IFAP\) Web site](#), Federal Student Aid has processed the Federal Pell Grant (Pell Grant) Initial Authorization for the 2007-2008 Award Year, for schools that receive Pell Grant funds under the advanced funding method. A school's Initial Authorization, known in the COD System as Current Funding Level (CFL), was determined based on a percentage of the disbursement data submitted and accepted during the 2006-2007 Award Year. Shortly, Federal Student Aid will generate an Electronic Statement of Account (ESOA) that lists the amount of a



school's Initial CFL for the 2007-2008 Award Year and send it to the school's Student Aid Internet Gateway (SAIG) mailbox in the message class PGAS08OP.

Notes:

- 1) Advanced Funded schools that had less than \$8,600 in disbursements for the 2006-2007 Award Year will not receive an Initial CFL. These schools will receive a CFL once the COD System has accepted and posted actual disbursement records. A new ESOA will be sent to a school each time its Pell Grant CFL amount changes.
- 2) Schools that participate in the Just in Time pilot and schools that receive funds under the Reimbursement, Heightened Cash Monitoring 1 (HCM1), or Heightened Cash Monitoring 2 (HCM2) funding method will not receive an Initial CFL. These schools will receive a CFL once the COD System has accepted and posted actual disbursement records. A new ESOA will be sent to a school each time its Pell Grant CFL amount changes.
- 3) As explained in [an Electronic Announcement posted on April 4, 2007](#), there will be no Initial Authorizations for the Academic Competitiveness Grant (ACG) and National Science and Mathematics Access to Retain Talent Grant (National SMART Grant) programs for the 2007-2008 Award Year. Schools will receive a CFL under one or both of these programs based on the accepted and posted actual disbursement records that they submit to the COD System. A new ESOA will be sent to a school's SAIG mailbox each time its ACG or National SMART Grant CFL amount changes. In addition, a new or revised authorization will be available in the Grant Administration and Payment System (GAPS).

For additional information, refer to [the Electronic Announcement that is posted on the IFAP Web site](#). If you have any questions about your school's Initial CFL, contact the COD School Relations Center.

Additional COD System Functionality Supporting 2007-2008 Pell Grant Processing Implemented (05/14/07)

Federal Student Aid is pleased to announce the implementation of additional COD System functionality during the period May 11-12, 2007. These system changes support the processing of Federal Pell Grant (Pell Grant) awards for the 2007-2008 Award Year. Federal Student Aid implemented all of the system changes described in [the May 1, 2007 Electronic Announcement posted on the Information for Financial Aid Professionals \(IFAP\) Web site](#).

Thank you for your understanding and patience while Federal Student Aid completed this important activity. If you have any questions about the system changes, contact the COD School Relations Center.



2007-2008 Federal Pell Grant Payment And Disbursement Schedules [02/22/07 (Updated 05/14/07)]

As explained previously in a number of Electronic Announcements posted on the [IFAP Web site](#), the Revised Continuing Appropriations Resolution, 2007, (P.L. 110-5) established the minimum and maximum Pell Grant amounts for the 2007-2008 Award Year. During the period May 11-12, 2007, we updated the 2007-2008 COD System with the Pell Grant payment and disbursement schedules. As explained in [an Electronic Announcement posted on May 1, 2007](#), this additional COD System functionality supports the processing of Pell Grant awards for the 2007-2008 Award Year.

Although schools were temporarily delayed in the submission of 2007-2008 Pell Grant origination and anticipated disbursement records to the COD System, the COD System will now accept and process these records. When a school submits a 2007-2008 Pell Grant origination or anticipated disbursement record to the COD System, the record must include a Central Processing System (CPS) transaction number for a transaction that has been designated as “Pell Grant Eligible.” If the record does not include a CPS transaction number for a transaction that has been designated as “Pell Grant Eligible,” the COD System will reject the record.

Note for EDEExpress Users: As explained in [an Electronic Announcement posted on April 25, 2007](#), we plan to post EDEExpress 2007-2008, Release 3.0, an upgrade version that will incorporate the 2007-2008 Pell Grant changes into EDEExpress Global, Packaging, and Pell functionality, on May 18, 2007. Until a school has upgraded to Release 3.0, ***the school should delay its creation and submission of Pell Grant origination (and corresponding anticipated disbursement) records in EDEExpress 2007-2008.*** For complete information about how to better prepare for the implementation of EDEExpress 2007-2008, Release 3.0, refer to the [April 25th announcement](#).

At this time, we want to remind schools of the following disbursement-related information:

- A school may submit common records that contain anticipated disbursement information for 2007-2008 Pell Grant awards. As explained below, until June 21, 2007, the DRI value in these records must be equal to “False” in order to be accepted by the COD System.
- The COD System will accept actual disbursement records for 2007-2008 Pell Grant awards ***beginning June 21, 2007.***
 - Prior to June 21st, the COD System will reject all actual disbursements (DRI value equal to “True”).
 - Beginning June 21st, Advanced Funded schools may submit actual disbursements for 2007-2008 Pell Grant awards. As a reminder, actual disbursements can be submitted up to 30 days before the disbursement date.
 - A school will be able to view and draw down 2007-2008 Pell Grant funds in the GAPS ***on Monday, July 2, 2007.***



2006-2007 National SMART Grant CFL Reduction to NAPD Warning Message (05/11/07)

At this time, the majority of National Science and Mathematics Access to Retain Talent Grant (National SMART Grant) funds for the first and second payment periods of the 2006-2007 Award Year should have been disbursed to students. In general, schools are to submit National SMART Grant disbursements to the Department of Education (the Department) no later than 30 days after making an actual disbursement or becoming aware of the need to adjust a student's previously reported disbursement. Accordingly, the majority of disbursements for the first and second payment periods of the 2006-2007 Award Year should have already been submitted to the Common Origination and Disbursement (COD) System for processing.

2006-2007 National SMART Grant CFL Reduction to NAPD Warning Message Sent on May 10, 2007

On May 10, 2007, Federal Student Aid sent a message to most schools that have a National SMART Grant Current Funding Level (CFL) for the 2006-2007 Award Year that is greater than their Net Accepted and Posted Disbursements (NAPD). (Schools that have received a National SMART Grant CFL increase within the past 60 days will not receive this message.) The message warns an affected school that its 2006-2007 National SMART Grant CFL will be reduced to the NAPD if the CFL is still greater than the NAPD on May 25, 2007. After the reduction, schools that have drawn down funds in the Grant Administration and Payment System (GAPS) but that have not submitted the applicable disbursements to the COD System may be in an excess cash situation and must rectify the situation as soon as possible.

Federal Student Aid sent the May 10, 2007 warning message to an affected school's Student Aid Internet Gateway (SAIG) mailbox in the message class SGTX07OP. A school that receives the warning message should review its internal records and submit all outstanding National SMART Grant disbursements for the 2006-2007 Award Year to the COD System as soon as possible but before May 25, 2007.

This information is also posted in a Electronic Announcement on the [IFAP Web site](#). If you have any questions about the warning message or about submitting disbursements to the COD System, contact the COD School Relations Center.

2006-2007 ACG CFL Reduction to NAPD Warning Message (05/10/07)

At this time, the majority of Academic Competitiveness Grant (ACG) funds for the first and second payment periods of the 2006-2007 Award Year should have been disbursed to students. In general, schools are to submit ACG disbursements to the Department of Education (the Department) no later than 30 days after making an actual disbursement or becoming aware of the need to adjust a student's previously reported disbursement. Accordingly, the majority of disbursements for the first and second payment periods of the 2006-2007 Award Year should have already been submitted to the Common Origination and Disbursement (COD) System for processing.

2006-2007 ACG CFL Reduction to NAPD Warning Message Sent on May 9, 2007

On May 9, 2007, Federal Student Aid sent a message to most schools that have an ACG Current Funding Level (CFL) for the 2006-2007 Award Year that is greater than their Net Accepted and Posted Disbursements (NAPD). (Schools that have received an ACG CFL increase within the



past 60 days will not receive this message.) The message warns an affected school that its 2006-2007 ACG CFL will be reduced to the NAPD if the CFL is still greater than the NAPD on May 29, 2007. After the reduction, schools that have drawn down funds in the Grant Administration and Payment System (GAPS) but that have not submitted the applicable disbursements to the COD System may be in an excess cash situation and must rectify the situation as soon as possible.

Federal Student Aid sent the May 9, 2007 warning message to an affected school's Student Aid Internet Gateway (SAIG) mailbox in the message class AGTX07OP. A school that receives the warning message should review its internal records and submit all outstanding ACG disbursements for the 2006-2007 Award Year to the COD System as soon as possible but before May 29, 2007.

This information is also posted in a Electronic Announcement on the [IFAP Web site](#). If you have any questions about the warning message or about submitting disbursements to the COD System, contact the COD School Relations Center.

NEW!

ACG and National SMART Grant Resources (05/18/07)

As a reminder, the Department of Education (the Department) has posted a number of Dear Colleague Letters and Electronic Announcements that communicate regulatory, policy, and operational information related to the implementation of the Academic Competitiveness Grant (ACG) and National Science and Mathematics Access to Retain Talent Grant (National SMART Grant) programs. In addition, COD has updated the [2006-2007 COD Technical Reference](#) and the [2007-2008 COD Technical Reference](#). A school should refer to the [communications posted on the Information for Financial Aid Professionals \(IFAP\) Web site](#) and to the 2006-2007 and 2007-2008 COD technical references for complete information about the ACG and National SMART Grant programs.

More specifically, the 2006-2007 and 2007-2008 COD technical references cover all aspects of the operational implementation of the ACG and National SMART Grant programs. This includes information on the following key aspects of ACG and National SMART Grant processing:

- Financial Award ID and Financial Award Number (Award Sequence Number)
Volume II, Section 1 "Implementation Guide"
- Citizenship and Student Level Code
Volume II, Section 1 "Implementation Guide"
- Message Classes
Volume II, Section 2 "Message Classes"
- Common Record Layout
Volume II, Section 3 "Common Record Layout"
- Reports Generated by COD System
Volume VI, Section 8 "COD Reports"

- Eligibility/Payment Reason and Rigorous High School Program Code for ACG Volume VI, Section 9 “Rigorous Secondary School Programs of Study, and Eligible Majors”
- Major/Classification of Instructional Program (CIP) Code for National SMART Grant Volume VI, Section 9 “Rigorous Secondary School Programs of Study, and Eligible Majors”

If your school needs help locating information related to the operational implementation of the ACG and National SMART Grant programs, contact the COD School Relations Center.

Note for EDEExpress Users: Volume III of the 2006-2007 and 2007-2008 COD technical references provides additional guidance for schools that use EDEExpress in combination with another system. If your school needs help locating information related to EDEExpress, contact CPS/SAIG Technical Support at 880/330-5947 or by e-mail at CPSSAIG@ed.gov.



NEW!

Unlocking and Resetting COD Web Site Passwords (05/18/07)

COD would like to remind COD Web site users that Security Administrators (COD Web site User Level 5) are able to unlock and reset passwords for the users (User Level 1-4) they established at their school or organization. However, if the Security Administrator needs his or her password unlocked or reset, the Security Administrator must contact the COD School Relations Center.

In order to unlock users, a Security Administrator should log in to the [COD Web site](#) and complete the following steps:

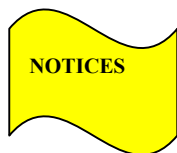
- Step 1: From the Welcome to Common Origination & Disbursement Web Site screen, click on the User tab on the blue bar at the top of the screen. The User Search screen displays.
- Step 2: Enter the search criteria for the user and click on the submit button at the bottom of the User Search screen. The Search Results screen displays and lists users that match the search criteria.
- Step 3: On the Search Results screen, select the name of the user that needs to be unlocked. The User Information screen displays.
- Step 4: Click on the Modify button at the bottom of the User Information screen. The Update User Profile screen displays.
- Step 5: The Locked Out box on the Update User Profile screen contains a checkmark. Click on the Locked Out box to remove the checkmark.
- Step 6: If a new temporary password is not needed, skip this item and go to Step 7. If a new temporary password is needed, enter the new temporary password in the New Password field. Then re-enter the new password in the Re-enter New Password field to confirm. The user will need to change this password to one of his or her choosing.
- Step 7: Click on the submit button at the bottom of the Update User Profile screen. The Update Your Profile screen displays.
- Step 8: On the Update Your Profile screen, click on the Submit button to confirm the updates made to the user's profile.



This information is also posted on the COD Web site in a document entitled “Unlocking And Resetting COD Web Site Passwords.” To access the document *before* you log in to the Web site, click on the “Click here if you are looking for more information on Common Origination and Disbursement” Link. To access the document *after* you log in to the Web site, click on the “Today’s Update” link at the bottom of the page.

Schools can refer to the Electronic Announcement on the IFAP Web site, <http://www.ifap.ed.gov/eannouncements/0201UpdatedCODWebsiteSchools.html>, for information regarding COD Web site access. Third party servicers can refer to the Electronic Announcement on the IFAP Web site at <http://www.ifap.ed.gov/eannouncements/UpdatedCODWebsiteThirdPartyServ.html>.

Reports And Data Requests



This section contains important notices regarding reports and/or data requests. While we encourage you to review this section, note that some schools may not be impacted by the information presented below:

- Pell Year-to-Date (YTD) Records— The YTD Record can be used to assist a school with its year-end and ongoing reconciliation processes. Schools also use the YTD Record for the purpose of rebuilding a complete student record or Pell Grant database.
 - For rebuilds for the 2005-2006 and 2006-2007 Award Year, the school can submit the data request via the COD Web site or batch.
 - For rebuilds for the 2004-2005 and earlier award years, the school must contact the COD School Relations Center by e-mail to CODSupport@acs-inc.com. The school should include "Pell YTD" in the subject line. If a school is unable to e-mail its request, it can contact the COD School Relations Center by phone.